

**Madison Community Center**  
**Governing Board Minutes**  
**Wednesday, May 18, 2022 @ 7:00 AM**  
*The Madison Community Center or ZOOM*  
500 NE 11th St, Madison, SD 57042

**Call to Order:** Danny Frisby-Griffin called the meeting to order at 7:02am in the Community Center Meeting Room and via ZOOM/conference call.

**Members Present:** Danny Frisby-Griffin, Josh Anderson, Michelle Corey, Sara Hare, Jena Martin, Mike McGillivary, Tyler Steele, Jennie Thompson.

**Members Absent:** Brian Keller

**Ex-Officio Present:** Roy Lindsey

**City of Madison Present:**

**Staff Present:** Gene Wockenfuss, Kaylee Winrow, Amy Sad

1. **Approval of the May 18, 2022 board meeting agenda:** Agenda was presented. Motion was made to approve by Jennie Thompson and seconded by Mike McGillivary. Motion carried.
2. **Approval of the April 20, 2022 board meeting minutes:** The meeting minutes were presented. Motion to approve was made by Josh Anderson and seconded by Jennie Thompson. Motion carried.
3. **Welcome Amy Sad, Office Manager:** The governing board would like to welcome Amy Sad to the Madison Community Center and her role as office manager!
4. **Thank you:** The governing board would like to thank Laurie Bunker for her commitment to the Madison Community Center. Her adaptability and willingness was an integral part while navigating through COVID-19 and the recent changes within the community center.
5. **Taste and See proposal-Carleigh Foland:** Carleigh Foland would like to pair Taste and See with the Madison Community Center in offering a health food choice to people while at the community center. Motion to accept the Taste and See proposal and allow Director Gene Wockenfuss to move forward with the proposal details and the agreement development and execution was made by Sara Hare and seconded by Michelle Corey. Motion carried. Jennie and Sara will work with Gene on the agreement development.
6. **Committee Reports:**
  - a. **Executive:** None
  - b. **Budget:** None
  - c. **Membership / Marketing:** None
  - d. **Facilities:** None
7. **Department Reports:** The department reports were acknowledged as presented.
  - a. **Fitness Coordinator:** Included in board packet
  - b. **Group Trainer Coordinator:** Included in board packet
  - c. **Recreation/Intramural Coordinator:** Included in board packet with group fitness
  - d. **Aquatic/MAC Coordinator:** Included in board packet
  - e. **Youth Activities Coordinator:** Included in board packet
  - f. **Director:** Included in board packet. Gene gave a brief overview of the current website template to the governing board. Once active the website will be informational only while further development is done to make it interactive and allow for registration, etc.

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## Old Business

8. **Update: MCC open positions, specific job descriptions, organizational structure and financial impact:**
  - **Rec/Intramural Coordinator:** Posted
  - **Aquatics Coordinator:** Posted
  - **Lifeguards:** Currently 16 hired with 2 possible additions.
  - **Pool Manager:** 1 hired, taking applications for a 2<sup>nd</sup> pool manager
  - **Cashiers:** Currently 12 hired
  - **Concessions:** will be handled through Sodexo
  - **Front Desk:** Currently interviewing with the hope to hire two PT starting in June
  - **ASP:** Enrollment currently capped. Looking to add 2 more staff members so those on the waiting list can be accepted into the ASP.
9. **Update: special board meeting for MCC policy?:**
  - a. **Add to MCC Policy section recommendation of Disciplinary steps for ASP:** Kaylee Winrow has concerns that the current policy and procedure for working with challenging behavior is not effective and needs to be further developed. A Discipline Referral sheet was presented to the board for review. The form will allow for improved tracking in the challenging behavior, parent/guardian communication and repercussions of the behavior if not improving which potentially may lead to either a suspension period to expulsion from the ASP. Motion to move forward with the Discipline Referral sheet and action plan after expanded clarity has been made on the current form was made by Mike McGillivray and seconded by Josh Anderson. Motion carried.

## New Business

10. **Discussion and Acknowledge: April 2022 revenue and expense reports:** The MCC budget and expense summary through April was made available for board review. Acknowledged as presented.
11. **Discussion: Family locker room usage:** There are concerns that the family locker room is not being utilized appropriately. The locker room usage policy may need to be updated to include the current concerns and other modifications to remain consistent with the city and DSU policies in place. Gene will address the immediate concerns and will provide follow up at the next meeting.
12. **Discussion: Summer activities:** Summer brochure has been completed and is available!
13. **Discussion: Lap swim/swim at own risk hours:** Need to ensure that the pool has been tested, locker rooms open, sauna ready, and other general pool opening processes have been completed with the opening of the Community Center. Increase the lap swim time with the swim at your own risk option?
14. **Discussion: Youth situation and results:** Recently action was taken on two youths whose behavior was unacceptable. A 30 day suspension was placed, upon their return the behavior worsened and they were removed from the Community Center by Director Gene Wockenfuss and suspended indefinitely. A notification letter was mailed to the parent(s)/guardian(s) of the two children.
15. **Executive Session: SDCL 1-25-2(1): Personnel update:** Motion was made to enter executive session by Josh Anderson and seconded by Tyler Steele. Board moved into executive session at 8:17am and out at 8:21am.
16. **Executive Session action (as required):** No action required
17. **Public comments per resolution No. 2018-11:** None

**Adjourn:** Meeting adjourned at 8:22am.

Next scheduled board meeting is Wednesday, June 15, 2022 @ 7:00 AM

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